

Louisville Lion Cub Club

Before & After School
Child Care



**PARENT
HANDBOOK**

Updated 9-7-2018

WELCOME

We welcome you and your family to the Louisville Lion Cub Club, before and after school child care program. So that we can work together, it is necessary to review important issues that will help us care for your child. Please take the time to look over our handbook.

Louisville Lion Cub Club provides before and after school day care for school age children. Care is also provided on days when school starts late or releases early.

The goal of the Louisville Lion Cub Club is to provide a safe, fun, reliable child care before and after school to school-age children. Since the program is using school facilities, many of the same behavioral rules must be followed.

The Louisville Lion Cub Club is a non-profit, non-discriminatory before and after school child care program for children grades K-5 attending the Louisville Public School system. The program is licensed by the State of Nebraska Department of Social Services, to accept title 20. The Louisville Lion Cub Club Child Care Program is sponsored by the Louisville Public School Foundation, a non-profit organization founded to advance education in our community and in our school. **We are not part of the school district but we are fortunate to use the facility.**

PROVIDERS

Our Staff is proud of our child care program. The Director, **Audrey Deloske** started working with Cub Club in 2003. She is a mother of two girls and comes with experience working as a PARA in the Special Education room at Louisville for 8 years. **Wendi Hatfield** who started with us in 2018, is a mother of two boys and past PARA at LPS. She holds a BS in Wildlife Biology and currently subs at LPS. . **Ashley Sjogren** has been with us since 2017 and went to Wayne State College for Elementary Education. She has been substitute teaching at LPS and surrounding schools since 2014. **Jill Fiala** started the summer of 2015 and has accepted a para position in our school. She is a mother of two children and has worked for Millard school before becoming part of our district. We all have had CPR and many clock hours of training to better educate ourselves. We also have several college, high school students, and volunteers that help to make Cub Club a success.

To Reach Child Care Director:

On school days: 234-4215 ext. 260

Please leave a message.

Email: audrey@lionsclub.org

PHILOSOPHY

Our philosophy is to provide a variety of developmentally appropriate, concrete hands-on learning experiences to promote a healthy sense of competence, to develop social skills in each child and to encourage the child to think, reason, and pose questions, to foster both receptive and expressive language development to enhance each child's physical development and skills to encourage sound safety, health, and nutritional practices and to stimulate the child's creative expression and appreciation of the arts. We will assist families in the exciting adventure of teaching, loving and caring for children to help strengthen and support the parent child relationship.

DAILY ROUTINE

Open at 6:30 A.M.

6:30-8:05 Arrival, play computers, games, & quiet activities

7:40-8:05 Breakfast if needed

8:05-8:15 Get bags, coats, drinks, and walk to Classrooms

3:15-3:35 Line up, walk to Cub Club room

3:35-4:00 Restroom/Snack

4:00-4:30 Outside free time or Center Play

4:30-5:30 Homework, centers/crafts/outdoor & gym play

5:30-6:00 Clean Up and Quiet Play

Close at 6:00 P.M.

It is important to give children choices at the end of a structured school day. Choices are changed daily and include the following:

- Creative/craft center
- Soft center for quiet time that includes books and bean bag chairs
- Multicultural doll center
- Car center with matchbox and micro machine cars
- Gross motor center such as hula hoops and bowling
- Games and fine motor activity such as legos and blocks
- Organized playground activities

The centers are changed often and when weather permits, we go outside.

RULES

The following were rules developed by the children in the past years:

1. BE KIND! SHARE!
2. Put away what you are playing with and make sure you have all the pieces.
3. Respect others by not teasing, pushing, hitting, etc.
4. Respect the helpers in Cub Club and remember our manners – please, thank you, etc.
5. Respect the school property and our Cub Club things so we may continue to meet here each night. Always let the helpers know where you will be by telling them stay after for help or studying or ask permission to use restroom, get drinks and etc.
6. Most of all have fun, fun, fun.

The rights, property and dignity of each person in and around the school are to be safeguarded at all times. No adult or child involved in the program will be allowed to behave in ways that threaten this principle.

No abusive language or signs will be allowed to be spoken, written or expressed in Cub Club. Verbally abusive or threatening language and/or physically abusive actions will not be tolerated. Failure to respect the property of others will not be tolerated.

Authority in the program is established for the health, safety, and well-being of all people involved. Children will not be allowed to undermine the authority of the adults supervising the program. Repeated “backtalk”, failure to follow directions and rules, and arguments will not be tolerated. See “disciplinary actions”.

The building and school grounds are the property of everyone in the Louisville school district. All children attending Louisville Elementary are aware of the general school rules for treatment of the school’s property: the same care and respect will be expected during Child Care hours; with the following additional rules:

- Children will not leave the designated Child Care areas for any reason without permission from the Director or an Assistant on duty.
- Children will not return to classrooms after school dismisses unless special arrangements have been made with the classroom teacher. The child and/or parents have the responsibility of obtaining written permission from the child’s teachers if the child is to have tutoring in his/her regular classroom or if the child is to return to the classroom for any type of after-school classroom time.
- Cell phones and electronic devices are prohibited in Cub Club. If children bring personal items such as toys, games, etc. from home it must be understood that Cub Club personnel will not be responsible for loss or damage to personal items. If a parent chooses for their child to wear a device such as an Apple Watch or FitBit, they are a tool, not a toy and are not to be played with. If they become a problem, the parent will be notified and use may become prohibited.

Disciplinary Action: If a child is treated with respect, they will respect themselves and others. We find it is important to keep children busy with projects and to give them many opportunities to engage in small group activities. We feel it is important to give children choices while providing an atmosphere in which the children feel comfortable. We provide a

sense of security by setting limits in a pleasant and humorous way. By following these guidelines, we hope to avert confrontations before they escalate into large discipline problems. The children will help make up the rules of the program, which will help them develop positive behavior by being involved in decision-making. After the rules are explained, discussed, and posted for all to see, the children will be responsible for their own behavior and decisions that they make. There will be fairness and the children will be encouraged to withdraw from conflicts. A child who can not follow the rules will be redirected to another activity. Time outs will be used when needed. When a child is put in timeout, the number of minutes they spend in time out will not exceed the amount of minutes equivalent to the child's age. If that child continues to misbehave, we will discuss the situation with the parents. If inappropriate behavior continues, the staff will ask the parents to make other arrangements for the child for one week. If the behavior continues after week of removal the child will not be allowed back to Cub Club till the next school year. If a child is physically violent, parents will be notified immediately and the child may be suspended from Cub Club.

HEALTH & SAFETY

Illness policy: The child care program will use the same policies on illness and medication as the school. Conditions requiring a child to be sent home: temperature greater than 100 degrees, vomiting, diarrhea, unexplained rashes, severe cough or head lice. **If a child has a fever, he/she must be fever free for 24 hours without using fever-reducing medication before returning to daycare.** If your child has been diagnosed with a communicable disease, he/she must be on antibiotics for 24 hours before returning and must have a doctors note for reentry. Please refer to the school handbook. **REMINDER:** A medication permission form will be available upon arrival in the morning. All medication must be brought from home: in the original container, labeled with the child's name, medication must be given directly to the child care provider on duty. If your child becomes ill during child care, you will be notified. Parents are expected to make arrangements to have ill children picked up within half an hour of phone notification: facilities and personnel allocations do not allow for taking proper care and supervision of ill children. **Repeated failure to follow the illness policy may result in exclusion from child care.**

Accident Policy: Every effort is made to insure the health and safety of children attending Cub Club. However, accidents do happen. Should your child be injured during child care, basic First Aid will be provided for minor injuries. You will be notified if child care personnel believe your child's injury may require professional medical attention. Child care personnel will not be able to transport children for emergency medical treatment. **Parent/Guardians should make arrangements in the event emergency treatment; if no other transportation is available, the Rescue Squad will be called (at the Parent/Guardian's expense). All injuries will be documented.**

School Holidays, Early Dismissal, Weather Cancellation/Late Opening: Limited childcare is available on non-school days under the following circumstances.

No school Days and Breaks- Families **must sign up at least two weeks prior** to the day designated by the official school calendar as a No School day or School Break and priority is given to full-time enrolled families over drop-in enrolled families. You must be signed up for child care on No School days, drop-ins will not be accepted on that day. Signing up does not guarantee child care will be available on the day you signed up. A minimum of 15 children must be signed up each day in order for Cub Club to be open. Please monitor posted announcements for sign up sheets and conformation of open dates. You will not be individually contacted. If you sign up a child and Cub Club does open and you opt not to send your child that day, the minimum 5 hour charge still applies for each child listed.

Early Dismissal-Child care will be available upon the scheduled dismissal time until 6 p.m. and standard charges apply. You must be enrolled as a full-time or drop-in family.

Snow Days- Child care will NOT be available. If school closes early due to weather you must pick up within a hour after dismissal.

Late Start- In the event of a late start due to weather conditions, Cub Club personnel will attempt to have the program opened by the normal 6:30 a.m. start time. However, please keep in mind that the road conditions may prevent our personnel as well. **DO NOT DROP YOUR CHILD OFF AT THE DOOR!** Always make sure childcare personnel is on duty before you leave your child at school.

Meals/Food: Breakfast is served by the school at parent's request for a daily fee paid to the school. Children must either eat breakfast at home before arriving or eat breakfast at school. Please do not send snacks, candy or gum with your child. After school snack is provided. The reason behind this is we have a number of children that have food allergies.

If a child attends Cub Club during the summer, a lunch will be provided for them. All children eating the provided lunch are required by law to have every food group on their plate. We do not require our children to eat all of their food, however, if a child does not clean their plate they will only be allowed to have seconds on the main dish or vegetable. Children are always able to bring a sack lunch from home if they do not wish to eat the provided meal. If a child requires a special diet, it must be provided by a parent. Whether the child brings sack lunch or a special diet, daycare fees remain the same as stated in the handbook.

Philosophy on Homework: Time will be available for children to do homework if necessary. However, this is not a “school” program: no tutoring will be done. Please remember that when your child arrives in the child care area after school dismissal, he/she has been “working in school” for the previous 7 hours... almost a full adult workday. Children need free time after school to unwind, relax stretch and just be children!

After School Activities/Transportation: Many children are involved in extracurricular activities that meet during the same hours that Cub Club will be operating. **PLEASE NOTE:** Child care personnel must have a written permission note from parent/guardian giving details on children’s activities after school. There is **NO TRANSPORTATION** available to and from the Cub Club: it is the parent’s responsibility to make arrangements if children are to attend Scouts, 4-H, ect. Please arrange back-up emergency transportation also. If activities are on school grounds, the children will be escorted by child care staff. If a child returns after an activity, the charge will still start at 3:15. If Cub Club is responsible to escort them and make sure they arrive but has been prearranged to not come back to Cub Club you will be charged for 30 minutes. If a child is expected to return to Cub Club the guardian must sign child out from daycare. Communication is so IMPORTANT during these times.

Hours of Operation: School days-6:30A.M. to 8:15 A.M. (or the start of school) 3:15 P.M. (or upon dismissal) to 6:00 P.M.
Monday - Friday

Summer hours- 6:30 a.m.-6:00 p.m.

We are licenced to serve ages 4 through 13 attending Louisville Public School or in district.

Annual Registration Fee: \$60.00

Scheduled Care Fees:

\$4.00 per hour for 1 child

\$5.25 per hour for 2 child

\$6.40 per hour for 3 child

\$4.45 per hour for 1 child occasional/Drop-in (DI)

(space not guaranteed to be available)

\$5.85 per hour for 2 children occasional/Drop-in (DI)

(space not guaranteed to be available)

\$7.10 per hour for 3 children occasional/Drop-in (DI)

(space not guaranteed to be available)

Summer Rates-

Full-Time Rates: \$165.00/week for 1 child (maximum of 50 hours per week)

Full-Time Rates: \$255.00/week for 2 child (maximum of 50 hours per week)

Full-Time Rates: \$355.00/week for 3 child (maximum of 50 hours per week)

Part-Time Rates: \$4.40/hour for 1 child (daily minimum of 5 hours if scheduled)

Part-Time Rates: \$5.90/hour for 2 child (daily minimum of 5 hours if scheduled)

Part-Time Rates: \$6.90/hour for 3 child (daily minimum of 5 hours if scheduled)

Minimum Weekly Charge: To provide quality child care and in order to insure that you child's space will be reserved, the Cub Club requires a guaranteed minimum weekly fee equal to five (5) hours of childcare per week (\$20.00 for one child, \$26.25 for two). For children registered for occasional care only, the minimum weekly fee will not apply (the higher hourly fee of \$4.45 applies instead). However, please remember that drop-in/occasional status will not guarantee availability-children will be accepted only if space is available that day. **Parents must contact the Director to be sure space is available before sending the child.** Please note: your child must be registered as either a "regular" or an "occasional" user- you may not switch status from week to week. If your child is not coming to cub club due to schedule change you need to provide a 24 hour notice or you will be charged 1 hour due to having staff for planned number of children. Illness is the only exception.

Late Pick-up Fee: Child care will not be available after 6:00 P.M. You must arrange for your child to be picked up by closing time. In the event your child remains after 6 PM, you will be billed \$15.00, and after 6:15 you will be billed an extra \$15.00 and so forth in 15 minute increments. There are no exceptions to this rule. Repeated late pickups may result in exclusion from the program.

Pickup procedures and Sign in/out: Parents/guardians are responsible for bringing children into the Child Care area and signing children in on the Timesheet. Please be sure the Director or Assistant knows your child has arrived and is leaving. Children must be signed out by parents/guardians at the end of the day. Dropping children off at the door will not be acceptable. Children may not sign themselves in and out. No child is allowed to leave without a parent/ guardian or previously designated responsible person. This person must be on registration form or if someone other than that the director must have written permission from parent or guardian before arranged day of pickup. The staff may ask for identification before child is release to new adult responsible for pickup. Please keep in mind this is for the safety of your children.

Playground Pick-up: Parents must sign child out and do not assume we see you picking up your child from the playground.

Bills Due: Child care fees are assessed on a weekly basis. The bills are placed into parents folders on Monday for the previous week of childcare. Please review the bill carefully and address any problems with the Director. Bills are considered due and Payable by Wednesday. (Bills are considered delinquent at the end of the day Wednesday and Thursday there will be a late fee of \$10.00 added to your bill.) Each additional week after \$10.00 will be added. If this problem persists the Director will inform you that your children will not be admitted to the program.

Tax Records: The Federal ID number of the Louisville Lions Cub Club is 47-0742892. It is the responsibility of the parents to maintain records of total paid during the calendar year. Cub Club does not routinely provide this information.

Information/Confidentiality: Confidentiality respected with regard to information on children enrolled in the program. Child care personnel will not have access to school records and files; nor will the school personnel have access to the child care files. The enrollment form information is required by the State of Nebraska since we are a State-licensed facility. A copy of immunization record or a waiver of immunization letter is required by State law. All conference discussions, health information, behavior/disciplinary action are considered confidential information.

Addressing Grievances, Concerns, and Questions regarding your children:

Your concerns need be brought to the Director's attention and discuss a plan to resolve any issues or concerns. If you feel the director has not addressed your concerns appropriately you will be directed to the Cub Club president for a resolution.

- I have read the handbook with my child/children.
- My child understands the rules and will abide by them all year.

Parents/Guardians signature: _____

Child/Children signature: _____

Date: _____

I have read and understand all fees that could apply to my bill if I have a late pick-up or pay my bill late.

Parent signature: _____ Date: _____

I give Louisville Lions Cub Club Staff permission for Off-Premises Supervision with my child.

Parent Signature: _____ Date: _____

If my child requires any medication given I believe Louisville Lions Cub Club staff is competent to administer the proper medication and dosage and I will provide proper documentation required to do so along with medication in original bottle and labeled with child's name on it.

Parent Signature: _____ Date: _____

Child(ren)'s Name: _____

_____ Yes, I authorize Louisville Elementary to release a copy of my child(ren)'s health records to Audrey Deloske, Director of Louisville Foundation Cub Club to have on file for the Louisville Foundation Child Care Program.

_____ No, I will personally bring in my child(ren)'s health records.

Printed Gaurdian's Name

Signature of Gaurdian Date

From time to time our children have the opportunity to watch videos. The movies that will be viewed are usually G rated. Occasionally, movies may be rated PG. In order for your child to be able to watch a PG movie, a permission slip must be signed by a parent. Examples of some of these movies are Shark tales, Charlie and the Chocolate Factory, Surf's up, The Ant Bully, and Ice Age. This form will be kept on file.

_____ I give my permission to watch PG movies.

_____ I do not give permission to watch PG movies.

Parents Signature _____

Child(ren)'s Name _____